

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company's Name], as advertised on [Where You Found the Internship Listing]. I am currently pursuing a degree in [Your Major] at [Your University], and I am eager to apply my knowledge of Total Quality Management (TQM) in a practical setting.

Through my coursework and projects, I have developed a strong foundation in TQM principles, including continuous improvement, customer satisfaction, and effective leadership. I am particularly drawn to [Company's Name] because of [specific reason related to TQM or the company's initiatives], and I believe that my skills in [relevant skills] would be an asset to your team.

During my academic career, I have gained experience in [relevant experiences or courses], which has equipped me with the ability to analyze processes and implement strategic solutions to enhance quality and efficiency. I am excited about the opportunity to contribute to [specific project or goal at the company] and learn from professionals who are leaders in the industry.

I have attached my resume for your consideration. I would appreciate the opportunity to discuss how my background, skills, and enthusiasm for TQM align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]